

## **South Carolina 2020 Salute to Small Business Week State Awards Guidelines**

**Female Small Business Person of the Year:** This award honors a female who owns and operates (or bears principal responsibility for operating) a for-profit small business. Nominees must have been in business a minimum of three years.

**Minority Small Business Person of the Year:** This award honors a minority who owns and operates (or bears principal responsibility for operating) a for-profit small business. Nominees must have been in business a minimum of three years.

**Veteran Small Business Person of the Year Award:** This award honors an individual who owns and operates (or bears principal responsibility for operating) a for-profit small business and who has been discharged or released from active duty in the Armed Forces under honorable conditions. Nominees must have been in business a minimum of three years.

### **State Awards Requirements**

All nominees are required to complete SBA Background Form 3300.

### **What does the nomination include?**

1. The completed award form
2. A completed SBA Form 3300, SBA Background Form 3300.
3. A high resolution photo – preferably digital – of the nominee.
4. A nomination letter serving as a concise statement of the qualities and performance that merit the award.
5. Supporting documentation, including news clips, letters of recommendation and other evidence of the nominee's qualifications.

### **What are the evaluation/selection criteria?**

1. Financial performance
2. Business growth (e.g. growth in sales, employees, market, etc.)
3. Business sustainability (e.g. number of years in business, viability of business vision, etc.)
4. Innovativeness of business and of business methods/practices
5. Community contributions and/or involvement

### **Nomination Instructions**

1. **Complete each section of this award nomination form.**

**2. Make sure to specify for which award you are applying.**

**3. Completed SBA Form 3300, available via SBA Background Form.**

**4. Add the following required documents:**

- Nomination letter
- High-resolution photo of the nominee, preferably in digital form
- Supporting documents (e.g. letters of recommendation, news articles, etc.)

**5. Submit the completed nomination to the South Carolina District Office by Tuesday, January 7, 2020.**

**Who may submit nominations?**

Any individual, business or organization may submit nominations. Individuals may self-nominate.

Submission Instructions

**You may submit the completed nomination in one of two ways:**

**1. IN PERSON:** Bring the completed nomination forms and all required documents to the SBA South Carolina District Office c/o Savannah Wilburn, at **1835 Assembly Street, Suite 1425, Columbia, SC 29201** on or before January 7, 2020 no later than 3:00 pm ET.

**2. MAIL:** Mail or ship the completed nomination form and all required documents to the SBA South Carolina District Office, c/o Savannah Wilburn, at **1835 Assembly Street, Suite 1425, Columbia, SC 29201. Mail/shipments must be postmarked no later than January 7, 2020.**

**When are nominations due?**

No later than 3:00 pm ET, January 7, 2020

**How are winners selected?**

Each award category includes evaluation criteria that judges use to determine the winners. Only completed nomination packages will be considered.

**Who selects the winners?**

Winners at any level will be selected by a panel of judges that may be comprised of both SBA employees and non-Federal employees. Non-federal employees serving as judges are vetted by the SBA and must sign a conflict of interest/non-disclosure certification. National winners are selected by the SBA Administrator based on, but not restricted to, the recommendations of the panel of judges of federal employees.

**When will the winners be announced?**

National Small Business Week is May 3-May 9, 2020. Winners will be recognized during the 17th Annual Salute to Small Business, South Carolina's major Small Business kick-off event on May 6, 2020.

**What are the selection procedures?**

All completed nominations meeting the eligibility requirements will be evaluated by a panel of both SBA and non-SBA judges. The judges will individually score each nomination based on the evaluation criteria below. Winning nominations will be those with the highest combined scores. All winners will be confirmed by the SBA South Carolina District Office.

**When will nominees be notified and winners announced?**

Nominees and nominators will be notified of their nomination's status around March 2020. Winners will be publicly announced in April 2020.

**How will winners be recognized?**

Winners will be honored during the 17th annual Salute to Small Business, South Carolina's major Small Business Week kick-off event, to be held in May 2020.

**Do not forget to include the following in your completed nomination:**

- Nomination letter
- Photo of nominee
- Supporting documentation
- SBA Form 3315 District Office Award Form
- SBA Form 3300 SBA Background Form